

CHAPTER 8

TRAINING

800. **IMPORTANCE OF TRAINING.** The training of personnel to operate and maintain their equipment/systems is a prime factor affecting the operational readiness, combat effectiveness, and performance of the command. Of significant importance to unit readiness are operator and maintenance personnel in-rate and NEC training, watch station qualification, and maintaining watch station proficiency. The Navy training can be characterized as follows:

a. In-rate shore-base maintenance training is a prerequisite to fleet unit assignment for certain individuals.

b. In-rate operator basic training is normally accomplished ashore.

c. Individual watch station qualification is completed in the fleet unit.

d. Systems training for operators/teams includes subsystems training (i.e. ASW, AAW, repair party, etc.) and total integrated systems training (e.g. combat systems, damage control, etc.). While subsystem basic training is normally provided ashore, proficiency training should be accomplished in the fleet unit. Integrated systems training is conducted in the fleet unit.

e. General Military Training (GMT) is conducted both ashore and in fleet units.

f. Ship-wide training accomplished through drills such as general quarters, etc. and exercises. Ship-wide training incorporates the skills achieved in the above categories and hones the unit's overall combat effectiveness. Requirements for drills and exercises are set forth in Type Commander directives.

Thus, unit training as set forth in this chapter includes General Military Training (GMT), individual watch station qualification and operator and team proficiency in subsystems and integrated systems.

801. **GENERAL TRAINING POLICIES.** Training policies are set forth in this instruction. Implementation procedures are contained in the various Type Commander training instructions.

802. **CONDUCT OF UNIT TRAINING.** Unit training is the responsibility of the command. Although the unit commander is concerned

with the quality of training provided at the shore facility, he/she is more directly involved with the performance of personnel at work and watch stations. While the unit commander cannot control the training provided at the shore facility, he/she does have control over training accomplished in the unit.

803. THREE BASIC FEATURES OF AN EFFECTIVE UNIT TRAINING PROGRAM:

a. **Compatibility.** The training program works within the organization's framework and schedule.

b. **Evaluation and Instruction.** The training program requires instruction of personnel and evaluation of their individual progress and ability to function efficiently and safely as a team. Division officers must ensure that petty officers responsible for training and qualifying subordinates are knowledgeable and possess the practical skills to clearly demonstrate and communicate the subject matter. The quality of instruction cannot be over emphasized. Effective training is accomplished only when learning occurs. The most sure way for learning to occur is through high-quality instruction. Evaluation of learning must rely on standardization. Answers to questions must be standard and accurate using PQS or other authoritative references (e.g. tech manuals, NAVEDTRA courses, etc.).

c. **Analysis and Improvement.** The analysis of training effectiveness includes observing performance of groups and individuals, comparing results with standard criteria, and recognizing deficiencies and methods for improvement.

804. REQUIREMENTS FOR EFFECTIVE TRAINING. Characteristics of effective training follow:

a. **Dynamic Instruction.** The instructor's preparation and presentation must be professional and reflect a thorough knowledge of the subject, tailored to the knowledge level of the trainee. Repetition of subject matter should be used for emphasis only.

b. **Positive Leadership.** Persons in authority must show an active interest in the training program which includes attendance and active participation in training sessions/evolutions. Division Officers must ensure petty officers responsible for training and the qualifying subordinates are knowledgeable and possess the practical skills to clearly demonstrate and communicate the subject matter.

c. **Personal Interest.** Division Officers should set realistic goals and monitor an individual's rate of progress.

Whenever progress is below normal, the division officer and the responsible petty officer must determine why and take positive action. Personnel who excel should be acknowledged for their achievements.

d. Quality Control. The chain of command should reinforce training by questioning individuals on items that they are credited with knowing or requiring a demonstration of skills they have attained.

e. Technical Support. Supervisors must ensure that manuals, technical publications, operating procedures, safety precautions, and other references required for training are available and current.

f. Regular Schedule. Instruction must be scheduled and held regularly.

805. TRAINING MANAGEMENT. The Unit Training Program should function within the existing organization so that the same individuals are responsible for readiness and training in their mission areas. Accordingly, training should be conducted using the Training Group concept. A Training Group is defined as any group of individuals requiring similar training. For example, a division, a gun crew, an engineering watch team, all OODs, etc.

806. THE ORGANIZATION FOR TRAINING. The ship's administrative organization should include provisions for training. (See Figure 8-1). Training responsibilities for Department Heads and Assistant Department Heads are outlined in Chapter 3, paragraphs 310 and 311.1 respectively. Division Officers, Junior Division Officers and Division Training Officers training responsibilities are outlined in Chapter 3, paragraphs 361, 362, and 363 respectively. The following organization is required to accomplish effective shipboard training.

a. THE TRAINING OFFICER. The Training Officer is an officer designated by the Commanding Officer to assist the Executive Officer executing the command programs. This officer should be of a grade and position commensurate with the importance of the unit's training requirements and should be assigned assistants when necessary. The duties of the Training Officer are outlined in paragraph 303.21.

b. THE PLANNING BOARD FOR TRAINING. The Planning Board for Training is a board composed of the Executive Officer (who is designated as the chairperson), Department Heads, Damage Control Assistant, Educational Services Officer, Training Officer, Command Master Chief, 3M Coordinator, Legal Officer, and Chief Corpsman or Medical Officer. The Board is responsible to the

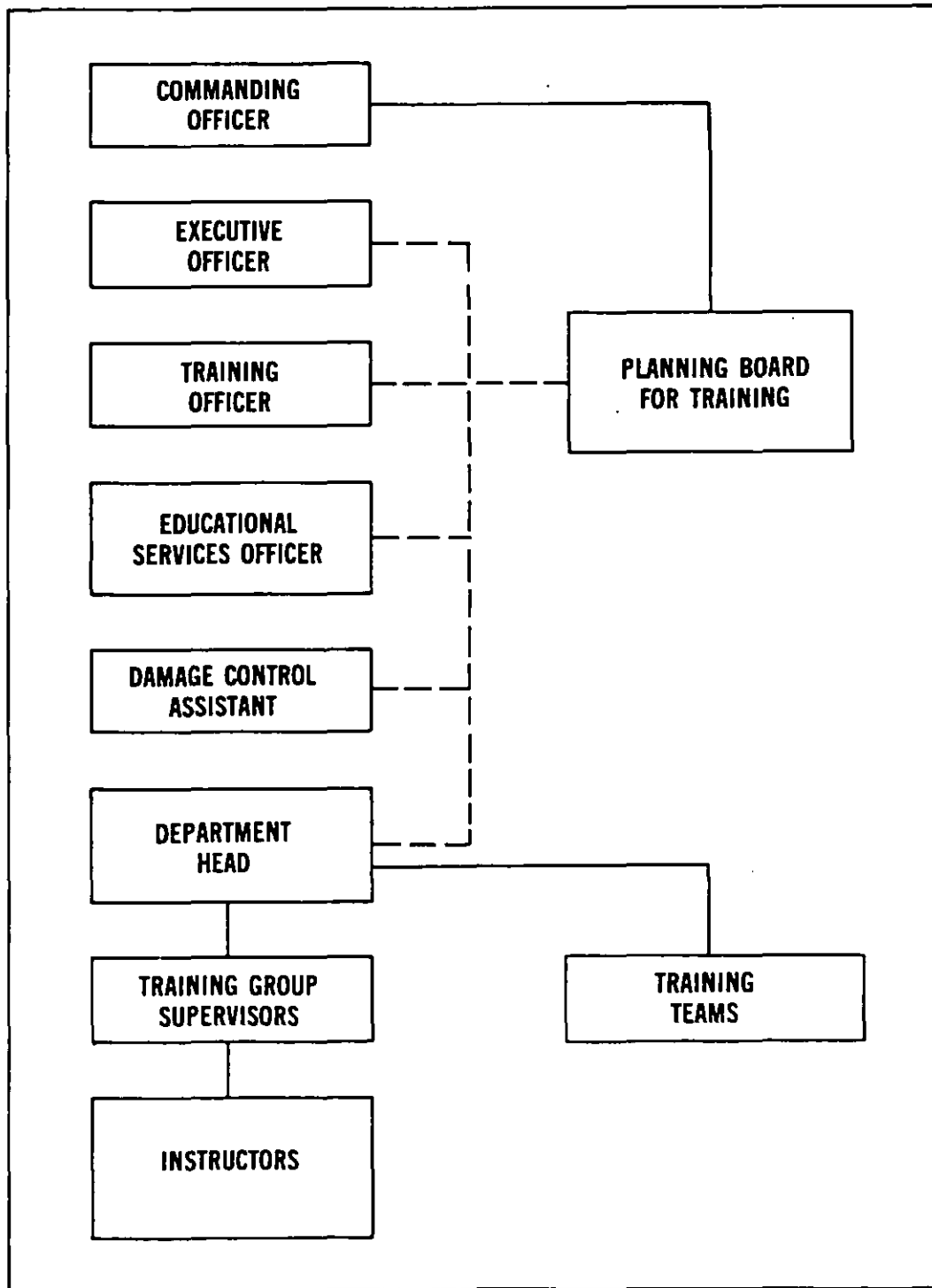


Figure 8-1. Shipboard Training Organization

Commanding Officer for developing the Unit Training Program. Board procedures are outlined in the following paragraphs and in Chapter 3, paragraph 304.16.

c. THE TRAINING GROUP SUPERVISOR. Each Training Group (see 805 above) shall be assigned a Training Group Supervisor who shall be responsible for the administration of training within the group.

d. TRAINING TEAMS. Training Teams shall be established when necessary to ensure standardized training and evaluation. Training teams may be formed to cover a functional area (e.g., naval gunfire support, ASW/AAW tracking teams), or they may cover emergent requirements (e.g., ships force overhaul management support teams).

807. SHIPBOARD METHODS OF TRAINING. There are a variety of methods to choose from in conducting shipboard training. The selection should be based upon the method which best meets training objectives. The use of standard lesson plans is encouraged for formal, structured training.

a. ON-THE-JOB-TRAINING. Officers and senior petty officers, in their daily association with subordinates, must encourage professional development. On-the-job training (OJT) is a personalized means of teaching and developing professional skills. All OJT must be high quality, correct, and monitored. OJT results can be measured quickly, effectively, and informally.

b. TEAM TRAINING. Team training in watch/battle station assignments is best accomplished through drills and exercises, inport and underway.

c. SELF STUDY. Effective training can be accomplished through self-study. Self study materials are available in correspondence courses, onboard training packages, computer aided instruction and other individualized forms of training. Although these materials are designed for self-training, tutoring should be provided by supervisors when necessary.

d. CLASS ROOM. Class room training is most effective when there is a need to provide and discuss information and instruction under controlled conditions.

808. UNIT TRAINING PROGRAM. A Unit Training Program shall consist of the following:

a. Shipboard Non-Tactical Automatic Data Processing Program (SNAP) and/or

- b. A Long Range Training Plan.
- c. Quarterly Training Plan.
- d. Training Accomplishment Records.

809. LONG RANGE TRAINING PLAN. The Long Range Training Plan is the basic instrument for informing personnel of training goals and operating schedules. It will provide the framework for developing the Short Range Training Plan. The Long Range Training Plan shall include:

- a. The annual employment schedule (similar to Figure 8-2)
- b. A list including frequency of all required examinations/inspections/certifications/assist visits (similar to Figure 8-3).
- c. A list of all TYCOM required exercises including periodicity and the date they were last conducted (similar to Figure 8-4).
- d. A list of off ship school and Navy Enlisted Classification (NEC) requirements including which personnel hold these qualifications (similar to Figure 8-5).
- e. A list of all lectures and seminars appropriate to each Training Group. This list should include, as a minimum, the Fundamental and Systems topics from applicable PQS (similar to Figure 8-6).

809.1 LONG RANGE TRAINING PLAN DEVELOPMENT. The Training Officer and Department Heads are responsible for developing and maintaining the Long Range Plan. The Department Head shall consolidate the information required for the Long Range Plan for all the Training Groups within the department and forward the Department Long Range Training Plan to the Training Officer. The Training Officer will consolidate the Long Range Plans received from each department, add all unit level training requirements (e.g. general military training (GMT), indoctrination training, etc.) and present it to the Executive Officer for review and the Commanding Officer for approval. Once approved by the Commanding Officer, this consolidated package will become the Unit Long Range Training Plan and a copy of applicable portions should be provided to each Training Group. The Training Officer is responsible for maintaining the Unit's Long Range Training Plan up to date and should be provided with updated information periodically at the Planning Board for Training. The Long Range Training Plan, when updated regularly, provides the unit with a dynamic management tool.

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OPNAVINST 3120.32C
11 APR 11 1994

Figure 8–2 Sample Annual Employment Schedule

ENGINEERING DEPARTMENT

TYCOM REQUIRED EXERCISES

OPNAVINST 3120.32C
11 April 1994

EXERCISE NUMBER AND TITLE	PERIODICITY	DATE(S) CONDUCTED
MOB-E-1-R LOSS OF MAIN FEED CONTROL	TRX - QUARTERLY SELEX - ONCE / CYCLE	TRX - 1/19/86 SELEX - 7/3/85
MOB-E-2-R HIGH WATER IN BOILER	TRX - QUARTERLY SELEX - ONCE / CYCLE	TRX - 1/19/86 SELEX - 12/20/85
MOB-E-3-R LOW WATER IN BOILER	TRX - QUARTERLY SELEX - ONCE / CYCLE	TRX - 2/10/86 SELEX - 7/3/85
MOB-E-5-R LOSS OF BOILER FIRES	TRX - QUARTERLY SELEX - ONCE / CYCLE	TRX - 2/10/86 SELEX - 12/20/85
MOB-E-7-R BOILER EXPLOSION / FLAREBACK	TRX - QUARTERLY SELEX - ONCE / CYCLE	TRX - 2/10/86 SELEX - 12/20/85
MOB-E-8-R MATOR FUEL OIL LEAK	TRX - QUARTERLY SELEX - ONCE / CYCLE	TRX - 2/11/86 SELEX - 12/19/85
MOB-E-9-R FIRE IN BOILER AIR CASING	TRX - QUARTERLY SELEX - ONCE / CYCLE	TRX - 2/11/86 SELEX - 7/3/85
MOB-E-10-R LOSS OF CONTROL AIR	TRX - QUARTERLY SELEX - ONCE / CYCLE	TRX - 1/19/86 SELEX - 12/20/85
MOB-E-11-R WHITE SMOKE	TRX - QUARTERLY SELEX - ONCE / CYCLE	TRX - 2/12/86 SELEX - 7/17/85
MOB-E-12-R LOSS OF VACUUM / HOT CONDENSER	TRX - QUARTERLY SELEX - ONCE / CYCLE	TRX - 2/11/86 SELEX - 12/20/85
MOB-E-13-R UNUSUAL NOISE / VIBRATION IN MAIN ENGINE	TRX - QUARTERLY SELEX - ONCE / CYCLE	TRX - 1/19/86 SELEX - 7/3/85
MOB-E-14-R JAMMED THROTTLE	TRX - QUARTERLY SELEX - ONCE / CYCLE	TRX - 2/12/86 SELEX - 12/20/85
MOB-E-15-R HOT BEARING	TRX - QUARTERLY SELEX - ONCE / CYCLE	TRX - 2/11/86 SELEX - 12/19/85
MOB-E-16-R LOSS OF LUBE OIL PRESSURE	TRX - QUARTERLY SELEX - ONCE / CYCLE	TRX - 2/12/86 SELEX - 7/17/85
MOB-E-17-R MATOR LUBE OIL LEAK	TRX - QUARTERLY SELEX - ONCE / CYCLE	TRX - 1/19/86 SELEX - 12/20/85
MOB-E-18-R LOSS OF VACUUM - AUX CONDENSER	TRX - QUARTERLY SELEX - ONCE / CYCLE	TRX - 2/10/86 SELEX - 12/20/85
MOB-E-19-R HOT BEARING - SSTG	TRX - QUARTERLY SELEX - ONCE / CYCLE	TRX - 2/12/86 SELEX - 12/20/85
MOB-E-20-R LOSS OF L.O. PRESSURE - SSTG	TRX - QUARTERLY SELEX - ONCE / CYCLE	TRX - 1/19/86 SELEX - 7/17/85
MOB-E-21-R L.O. LEAK - SSTG	TRX - QUARTERLY SELEX - ONCE / CYCLE	TRX - 1/19/86 SELEX - 7/3/85
MOB-E-22-R CLASS 'C' FIRE IN SWBD	TRX - QUARTERLY SELEX - ONCE / CYCLE	TRX - 2/10/86 SELEX - 7/3/85
MOB-E-23-R CLASS 'C' FIRE IN GENERATOR	TRX - QUARTERLY SELEX - ONCE / CYCLE	TRX - 2/12/86 SELEX - 7/17/85
MOB-E-70-R FULL POWER TRIAL	TRX - ANNUAL SELEX - ONCE / CYCLE	TRX - 10/10/85 SELEX - 10/10/85
MOB-E-71-R ECONOMY TRIAL	TRX - SEMI-ANNUAL SELEX - ONCE / CYCLE	TRX - 12/20/86 SELEX - 10/19/85

Figure 8-4. Sample TYCOM Required Exercises List

OFF SHIPS SCHOOLS AND NEC REQUIREMENTS

SCHOOL/NEC REQUIRED	NO. REQ.	WHO ATTENDED	EAOS/PRD
P4305 STM PROP MAINT SUP (SCHOOL: A-653-0083)	2	BTCS A.A. ALFA	4/90
		BT1 C.C. CHARLIE	9/88
S4512 HAGAN MAINTENANCE (SCHOOL: A-651-0041)	2	BTC B.B. BRAVO	3/87
		BT1 D.D. DELTA	1/89
S4532 ABC CONSOLE OPERATOR (SCHOOL: A-651-0049)	6	BT1 E.E. ECHO	2/89
		BT1 C.C. CHARLIE	9/88
		BT1 D.D. DELTA	1/89
		BT2 F.F. FOXTROT	3/90
		BT2 G.G. GOLF	4/87
		BT2 H.H. HOTEL	7/88
P4291 REEFER 4 AC (CENTRIFUGAL) (SCHOOL: A-710-0025)	2	MM1 R.R. ROMEO	9/91
		MM2 S.S. SIERRA	12/89
S4954 GEN MAINT WELDER (SCHOOL: A-701-0026)	2	HT2 T.T. TANGO	1/88
		HT3 W.W. WHISKY	5/90
P4714 STROMBERG/CARLSON PHONE (SCHOOL: A-623-0043)	1	IC2 M.M. MIKE	11/91
P4724 GYROCOMPASS TECH (SCHOOL: A-670-0021)	1	IC3 P.P. PAPA	10/87
P4746 CCTV (SCHOOL: A-198-0020)	1	IC2 M.M. MIKE	11/91
P4772 NC2 SYSTEM PLOTTER TECH. (SCHOOL: A-623-0020)	1	IC3 O.O. OSCAR	7/87
P4715 DRT/DRAI SYSTEMS TECH (SCHOOL: A-623-0028)	1	IC3 P.P. PAPA	10/87
A-46-0010 DCA	1	LTJG C. WILLIAM	12/88
A-495-0051 (NNSY) GAS FREE MONITOR	DCA + 3	LTJG C. WILLIAM	12/88
		HTC N.N. NOVEMBER	6/89
		HT1 W.W. WILLIAMS	3/90

Figure 8-5. Sample Required Schools/NEC List

FOR B DIVISION

<u>B1 MECHANICAL THEORY</u>	<u>B27 SHORE SERVICE STEAM</u>
<u>B2 BOILER THEORY</u>	<u>B28 FLASH TYPE DISTILLING PLANT</u>
<u>B3 ENGINEERING SAFETY</u>	<u>B29 MAIN SHAFTING, BRGS, PROPS</u>
<u>B4 BASIC STEAM CYCLE</u>	<u>B30 MAIN DRAIN SYSTEM</u>
<u>B5 BOILER SYSTEMS</u>	<u>B31 FIREMAIN SYSTEM</u>
<u>B6 FUEL OIL SERVICE SYSTEM</u>	<u>B32 POTABLE WATER SYSTEM</u>
<u>B7 COMBUSTION AIR</u>	<u>B33 BALLAST, DEBALLAST, STRIPPING</u>
<u>B8 MAIN STEAM SYSTEM</u>	<u>B34 RESERVE FEED</u>
<u>B9 1200 PSI AUX STEAM SYSTEM</u>	<u>B35 F.O. STORAGE & TRANSFER</u>
<u>B10 600 PSI AUX STEAM SYSTEM</u>	<u>B36 HP AIR SYSTEM</u>
<u>B11 REDUCED PRESSURE STEAM</u>	<u>B37 BROMINE FEED</u>
<u>B12 PROPULSION TURBINES / RED GEAR</u>	<u>B38 ABC SYSTEM</u>
<u>B13 MAIN CONDENSERS</u>	<u>B39 TECH MANUAL USE</u>
<u>B14 SW CIRC SYSTEMS</u>	<u>B40 VALVE MAINTENANCE</u>
<u>B15 MAIN CONDENSATE SYSTEM</u>	<u>B41 PAINTING & PRESERVATION</u>
<u>B16 MAIN AIR EJECTORS</u>	<u>B42 EOSS USE</u>
<u>B17 MAIN & AUX GLAND STEAM</u>	<u>B43 LAGGING</u>
<u>B18 LP/PW DRAIN COLLECTING</u>	<u>B44 DIAL INDICATOR USE</u>
<u>B19 MAIN LUBE OIL SYSTEM</u>	<u>B45 MLOC PROCEDURES</u>
<u>B20 AUX CONDENSERS / SW CIRC</u>	<u>B46 HOT / COLD CHECKS</u>
<u>B21 AUX CONDENSATE SYSTEM</u>	<u>B47 TWIN AGENT SYSTEM</u>
<u>B22 AUX AIR EJECTORS</u>	<u>B48 EEBD</u>
<u>B23 AUX GLAND EXHAUST</u>	<u>B49 HEARING CONSERVATION</u>
<u>B24 AUX MACH COOLING WATER</u>	<u>B50 HEAT STRESS</u>
<u>B25 L.O. XFER & PURIFICATION</u>	<u>B51 LUBE OIL MANAGEMENT</u>
<u>B26 L.P. AIR SYSTEM</u>	<u>B52 BOILER LAY-UP METHODS</u>

Figure 8-6. Sample Training Group Lecture Topic List

810. SHORT RANGE TRAINING PLAN. The Short Range Training Plan is the mechanism for planning and scheduling training. Effective scheduling requires careful attention by the chain of command in order to minimize conflicts and to maximize opportunities. The Short Range Training Plan shall include the following.

- a. A Quarterly Employment Schedule (similar to Figure 8-7).
- b. The Quarterly Training Plan (similar to Figure 8-8).
- c. The Monthly Training Plan (similar to Figure 8-9).
- d. The Weekly Training Schedule (similar to Figure 8-10).

810.1. QUARTERLY TRAINING PLAN. During The Planning Board for Training in the month preceding an upcoming quarter, the Training Officer will distribute copies of the Quarterly employment Schedule to the board members. Using this schedule as a guide, The Planning Board for Training shall develop broad unit training plans for the upcoming quarter. The purpose of this Quarterly Training Plan is to indicate, to the Training Groups, unit plans that may affect the scheduling or conduct of Training Group training. Once the Planning Board for Training has developed the unit Quarterly Training Plan, Department Heads shall add any additional broad department plans, and provide a copy to each Training Group within the department. Training planning and scheduling for periods shorter than the quarter will be on a Departmental level.

810.2. MONTHLY TRAINING PLAN. Using the Quarterly Training Plan as a guide, each Training Group shall submit a proposed Monthly Training Plan to the cognizant Department Head not later than the last week preceding the upcoming month. This plan shall indicate what training is to be conducted on specific days and who the instructor will be. The Department Head will review and approve each Training Group Monthly Plan. The Department Head will keep copies of all the department's Training Group Monthly Training Plans and use the compiled package as his/her primary tool for scheduling training at the Planning Board for Training.

810.3. WEEKLY TRAINING PLAN. Each week after the Planning Board for Training, the Department Head shall provide each Training Group within the department a copy of a single Department Weekly Training Schedule. The single schedule shall include all training applicable to the Department. No changes to this weekly schedule should be made without approval of the cognizant Department Head. This schedule shall indicate the time and location training will be conducted.

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OPNAVINST 3120.32C
11 April 1994

Enclosure (1)

QUARTERLY TRAINING PLAN

2ND QUARTER, FISCAL YEAR 1986

OPNAVINST 3120.32C
11 April 1994

	JANUARY					FEBRUARY					MARCH				
	6	13	20	27	3	10	17	24	3	10	17	24	31		
FIRST AID LECTURES	1ST-DIV 2ND-DIV	B-DIV R-DIV	A-DIV E-DIV	M-DIV SI-DIV	S2-DIV S3-DIV	OE-DIV	OE-DIV OC-DIV	G-DIV 4TH-DIV	1ST-DIV 2ND-DIV	B-DIV R-DIV	A-DIV E-DIV	M-DIV SI-DIV	S2-DIV S3-DIV		
ALL HANDS LECTURES (CCTV)		CAPTAINS CALL		COMBINED FEDERAL CAMPAIGN			SAFETY STANDDOWN/ TRAIL BY FIRE				ELECTRICAL SAFETY				
GENERAL MILITARY TRAINING (CCTV)	BLOOD DONORSHIP PROGRAM	CAREER COUNSELING				CHARACTER EDUCATION			CODE OF CONDUCT		DEPENDENT ASSISTANCE				
SHIPWIDE EVOLUTIONS	UNDERWAY FLEETEX	OC OLYMPICS (COS-2)	PERSONNEL INSPECTION	SHI			SAFETY STAND-DOWN				MTT VISIT (UNWY)				
ENGINEERING DEPARTMENT PLANS			A/E/R DIVISION PREPS FOR SHI					HM/ST/EM ORAL BOARDS (PRIOR TO MTT WEEK OF 3/11)			CASUALTY CONTROL DRILLS POS EVOLUTIONS				

Figure 8-8 Quarterly Training Plan

00102/00
K011C00

MONTHLY TRAINING PLAN

MONTH OF MARCH 1986

TRAINING GROUP B-DIVISION

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 B8-1200* AUX STEAM SYSTEM BT2 HOTEL	4 EMOW ORAL BOARDS	5 B35- F.O. XFER AND STORAGE BT2 GOLF	6 BT L/L ORAL BOARDS	7 B38- ABC SYSTEM BT1 DELTA	8
9	10 B42 EOSS USE LT WILCOX	11 HMOW ORAL BOARDS	12 B46- COLD/HOT CHECKS BTCS ALFA	13 BTOW ORAL BOARDS	14 B45 HLOC PROCEDURES LT WILCOX	15 LIGHT-OFF UNDERWAY AM 3/17 FOR MTT
16	17 B50- HEAT STRESS BT2 FOXTROT	18 UNDERWAY ENGINEERING MOBILE TRAINING TEAM VISIT PQS EVOLUTIONS & CASUALTY CONTROL DRILLS	19	20	21	22
23	24 B52 BOILER LAYUP BTC BRAVO 30	25 EOOW ORAL BOARDS 31	26 B48- EEBD BT1 ECHO	27 HM MESS ORAL BOARDS	28 B40- VALVE MAINTENANCE BTCS ALFA	29

SUBMITTED BY: W. W. Wilcox, LT, USN
B-DIVISION OFFICER

APPROVED BY: J. P. Jones, LCDR, USN
CHIEF ENGINEER

Figure 8-9 Sample Monthly Training Plan

OPNAVINST 3120.32C
11 April 1994

WEEKLY TRAINING SCHEDULE

WEEK OF: 9-15 MARCH 1986

DEPARTMENT ENGINEERING

Enclosure (1)

8-16

OPNAVINST 3120.32C
11APR11 1994

SUNDAY 3/9	MONDAY 3/10	TUESDAY 3/11	WEDNESDAY 3/12	THURSDAY 3/13	FRIDAY 3/14	SATURDAY 3/15
DUTY SECTION I DUTY ENGINEER EXERCISE BOTH FIRE PARTY AND RTA TEAM	0815 FIRST AID LECTURE R-DIV MESS DECKS - HMI PILL 1230-DIV TRNG A- A13 ACTR BOAT SHOP HMI ROMEO B- B42 E055/E05C LT WILCOX BERTHING COMP M- M42 E055/E05C LT WILCOX BERTHING COMP E- E12 SP PHONES IC SHOP IC2 MIKE R- R14 P-250 HT SHOP HT3 TANGO	1000-ALL HANDS ELECT SAFETY ON CCTV 1300-CAPTAIN'S MAST 1600-MMOW ORAL BOARDS IN CHIEFS MESS	1230-DIV TRNG A-A11 REEFERS BOAT SHOP HMI2 SIERRA B- B46 COLD/HOT CHECKS BTCS ALFA BERTHING COMP. M- M46 COLD/HOT CHECKS HMC4 SMITH FWD B.R. E- E31 GYRO3 IC SHOP IC3 DAPA R- R5 HKV GASHAK HT SHOP HTWJ OSCAR	0815 FIRST AID LECTURE B-DIV MESS DECKS - HMI PILL 1500-DUTY ENG COMMENCE MLOC PROCEDURES FOR SATURDAY LIGHT OFF 1600-8TOW ORAL BOARDS IN CHIEFS MESS	1230-DIV TRNG A- A37 MAIN DRAIN BOAT SHOP EN1 PETERS B45 MLOC BERTHING COMP LT WILCOX M-M45 MLOC BERTHING COMP LT WILCOX E- E17 SSTG3 IC SHOP EM1 DOLAN R- R40 TALL HT SHOP LTJG WILLIAMS	DUTY SECTION III DUTY ENGINEER EXERCISE BOTH FIRE PARTY AND RTA TEAM 1500 LIGHT PIRLS IN 1A BOILER- MTT VISIT NEXT WEEK - ALL DIV OFFS ENSURE PERSONNEL ARE BRIEFED ON SCHEDULE

PREPARED BY:

J. P. Jones, LCDR, USN
CHIEF ENGINEER

Figure 8-10 Sample Weekly Training Schedule

811. **TRAINING RECORDS.** Training records must be kept to an absolute minimum and need only be maintained to show what training has been accomplished and what remains to be done. The true measurement of training effectiveness is performance, and the basic objective of the record is to assist in accomplishing this in the simplest way possible. All training may be recorded on a General Record Form Type II (OPNAV 1500/31) (Figure 8-11). This record form will also serve as an attendance sheet. Additional training records may include General Record Form I (OPNAV 1500/30) and General Record Type III (OPNAV 3100/32) dependent on the format deemed appropriate. Each Training Group Supervisor shall maintain records for personnel assigned to his/her group. Training records shall be retained for an individual for as long as he/she is assigned to the unit. PQS documentation will be maintained following NAVEDTRA 43100-1C, The PQS Management Guide.

812. **PLAN, SCHEDULE, AND RECORD MAINTENANCE.** All training plans, schedules, and records may be either typed, handwritten, or maintained on automatic data processing/word processing (ADP/WP) systems (e.g. Shipboard Non-Tactical Automatic Data Processing Program (SNAP)). The use of SNAP simplifies training documentation, reduces bottlenecks at administrative offices, increases available access, and its use is encouraged. The retention period for training plans and records may be specified by individual commands or type commanders as appropriate. Training plans should be retained long enough to assist with planning for the training cycle.

813. **PERSONNEL QUALIFICATIONS STANDARDS.** The Personnel Qualifications Standards (PQS) Program is designed to qualify officer and enlisted personnel to perform portions of their assigned duties. A Personnel Qualification Standard is a written compilation of the knowledge and skills required for a specific watch station. With PQS, knowledge is required and skills demonstrated that verify a trainee's readiness to perform a given task. PQS also provides a record of progress and final certification. The trainee's operational supervisors provide both training assistance and quality certification during each step of the learning process. PQS is an integral part of a unit's overall training program. NAVEDTRA 43100-1B (The PQS Manager's Guide) describes the integration of PQS into the training program of operational units.

814. **INDOCTRINATION TRAINING.** The performance of officer and enlisted personnel can be enhanced by command indoctrination programs for newly reporting personnel. These programs must clearly state command policy and, at the same time, inform the individual that he is an important part of the command. The "welcome aboard" needs to be effective and ongoing.

OPNAVINST 3120.32C
11April 1994

GENERAL RECORD (Type II)
OPNAV FORM 1500-31 (10-80)
S/N 0107-LF-701-0000

PERIOD COVERED: FROM 3/10/86 TO

TITLE
B-DIVISION TRAINING RECORD

COLUMN CAPTIONS

	3/10/86 ECS/EOCCEP LT WILCOX	3/11/86 ELECT SAFETY CCTV	3/12/86 H677/COLD CHECKS BTCS ALFA	3/13/86 FLIGHT AID - BUREAU LH41 B4RUS	3/14/86 BTJ 00AL 00AR05	3/14/86 MLOC LT WILCOX			
BTCS A.A. ALFA	X	X	INST.	X	BOARD MEMBER	X			
BTC B.B. BRAVO	X	X	X	X	BOARD MEMBER	X			
BT1 C.C. CHARLIE	X	X	X	X	X	X			
BT1 D.D. DELTA	X	X	X	X	X	X			
BT1 E.E. ECHO	X	X	X	X	X	X			
BT2 F.F. FOXTROT	X	X	X	X	X	X			
BT2 G.G. GOLF	X	X	X	X	X	X			
BT2 H.H. HOTEL	LV	LV	LV	LV	X	X			
BT3 I.I. INDIA	X	X	X	X	NA	X			
BT3 J.J. JULLIET	X	X	X	X	NA	X			
BT3 K.K. KILO	X	X	X	X	NA	X			
BT3 L.L. LIMA	X	X	X	X	NA	X			
BT3 M.M. MIKE	LIB	X	X	X	NA	X			
BT3 N.N. NOVEMBER	X	X	X	X	NA	X			
BT3 O.O. OSCAR	X	X	X	X	NA	X			
BT3 P.P. PAPA	X	X	X	X	NA	X			
BT3 R.R. ROMEO	X	X	X	LIB	NA	X			
BT3 S.S. SIERRA	X	X	X	X	NA	X			
BTFN T.T. TANGO	LIB	X	X	X	NA	X			
BTFA U.U. UNIFORM	X	X	X	X	NA	X			
BTFA V.V. VICTOR	X	W.P.	X	X	NA	X			
FA W.W. WILLIAM	X	X	X	X	NA	X			
FA X.X. XRAY	X	U.A.	U.A.	U.A.	NA	U.A.			
FA Z.Z. ZEBRA	X	X	X	X	NA	X			

Figure 8-11 Sample Training Record

OPNAVINST 3120.32C
11 April 1994

PERIOD COVERED FROM

TO

TABLE

COLUMN CAPTIONS

[illegible]

8-19

Enclosure (1)

814.1. CONTENT OF INDOCTRINATION TRAINING. The indoctrination training should include but not be limited to the following topics:

- a. History and mission of the command
- b. Unit's routine and regulations
- c. Total Quality Leadership (TQL)
- d. Personnel procedures
- e. Educational Services
- f. Career benefits
- g. Legal Services
- h. Morale and religious services
- i. Equal Opportunity/Human Resources Management
- j. Drug and alcohol abuse
- k. Medical and dental services
- l. Safety
- m. Security
- n. Vehicle regulations
- o. Energy awareness/environmental control rules
- p. Standards of conduct
- q. Ombudsman program

r. The Maintenance Training Improvement Program (MTIP) shall be utilized for aviation ratings as designated by Air Type Commanders.

815. RECORD OF PERSONNEL ADVANCEMENT REQUIREMENTS. One of the prerequisites for advancement in rate is completion of Personnel Advancement Requirements (PARS). A record of PARS completion is required to be maintained for enlisted persons assigned to the command.

816. GENERAL MILITARY TRAINING. A unit's General Military Training Program will be developed using the guidance provided in OPNAVINST 1500.22D General Military Training Program. This instruction provides a list of General Military Training (GMT) Topics and a planning guide that provides a basic outline for each of the GMT topics. Scheduling and record keeping shall follow the previously discussed methods.

817. THE DIVISION OFFICER'S NOTEBOOK. Division Officers are required to maintain a Division Officer's Notebook. It may be maintained on SNAP I/II or through hard copy forms and will contain personal, training, and qualification information for assigned personnel. Applicable portions of NAVPERS 1070/6, Division Officer's Personnel Record Form, Figure 8-12, may be used to record this information.

11 April 1994

DIVISION OFFICER'S PERSONNEL RECORD FORM						
PRIVACY ACT STATEMENT						
<p>Authority to request the information in this form is derived from 5 <u>United States Code</u> 301, <u>Departmental Regulations</u>. Purpose of this form is to provide the Division Officer with readily accessible data concerning personnel in his/her division. The information is used by the Division Officer to manage and administer his/her personnel; to determine training needed; to record training completed; to maintain readily accessible data concerning performance, work assignment, and other personnel data to enable the Division Officer to guide and counsel those assigned to him/her. Disclosure of the following items of information on this form is mandatory: name, rate, SSN, local address and phone number (if applicable), work center /berthing /bunk number (if applicable). Disclosure of the following items of information is voluntary; reenlistment intentions, rate desired, special qualifications, name of spouse, names and ages of children. Other items of information may be obtained from member's service record. Failure to provide those required items of information listed above may result in administrative action being taken; no action will be taken if the individual refuses to disclose those voluntary items of information.</p>						
NAME		RATE	USN USNR	SSN	NEC / PRI / SEC	
DEPT / DIV	WORK CENTER	DUTY SECTION		BERTHING	BUNK / LOCKER #	
DATE OF BIRTH	RELIGIOUS PREFERENCE			SECURITY CLEARANCE / ACCESS		
ADBD	DATE REPORTED	PRD	EAOS	U.S. CITIZEN		
GENERAL QUARTERS STATION		UNDERWAY WATCH STATION		PHYSICAL READINESS TEST		
SPECIAL QUALIFICATIONS OR INTERESTS						
PERMANENT HOME ADDRESS AND PHONE NUMBER			LOCAL ADDRESS AND PHONE NUMBER			
MARITAL STATUS		NO OF DEPENDENTS	NAME OF SPOUSE / MILITARY <input type="checkbox"/>			
NAMES AND AGES OF CHILDREN						
NEXT OF KIN		RELATIONSHIP	ADDRESS AND PHONE NUMBER			
PREVIOUS DUTY						
DATE REPORTED	UNIT	DIVISION	DESCRIPTION OF DUTY			
PERFORMANCE TRAITS						
EVALUATION DATE	RATE KNOWLEDGE	RELIABILITY	MILITARY BEARING	PERSONAL BEHAVIOR	DIRECTING	OVERALL EVALUATION

NAVPERS 1070/6 (Rev. 12-86) SN 0106-LF-010-7036

Figure 8-12 Division Officer's Personnel Record Form

DIVISION OFFICER'S PERSONNEL RECORD FORM						
PRIVACY ACT STATEMENT						
<p>Authority to request the information in this form is derived from 5 <u>United States Code</u> 301, Departmental Regulations. Purpose of this form is to provide the Division Officer with readily accessible data concerning personnel in his/her division. The information is used by the Division Officer to manage and administer his/her personnel; to determine training needed; to record training completed; to maintain readily accessible data concerning performance, work assignment, and other personnel data to enable the Division Officer to guide and counsel those assigned to him/her. Disclosure of the following items of information on this form is mandatory: name, rate, SSN, local address and phone number (if applicable), work center /berthing /bunk number (if applicable). Disclosure of the following items of information is voluntary: reenlistment intentions, rate desired, special qualifications, name of spouse, names and ages of children. Other items of information may be obtained from member's service record. Failure to provide those required items of information listed above may result in administrative action being taken; no action will be taken if the individual refuses to disclose those voluntary items of information.</p>						
NAME		RATE	USN USNR	SSN	NEC / PRI / SEC	
DEPT / DIV		WORK CENTER	DUTY SECTION		BERTHING	BUNK / LOCKER #
DATE OF BIRTH		RELIGIOUS PREFERENCE			SECURITY CLEARANCE / ACCESS	
ADBD		DATE REPORTED	PRD	EAOS	U S CITIZEN	
GENERAL QUARTERS STATION		UNDERWAY WATCH STATION			PHYSICAL READINESS TEST	
SPECIAL QUALIFICATIONS OR INTERESTS						
PERMANENT HOME ADDRESS AND PHONE NUMBER				LOCAL ADDRESS AND PHONE NUMBER		
MARITAL STATUS		NO OF DEPENDENTS	NAME OF SPOUSE / MILITARY <input type="checkbox"/>			
NAMES AND AGES OF CHILDREN						
NEXT OF KIN			RELATIONSHIP	ADDRESS AND PHONE NUMBER		
PREVIOUS DUTY						
DATE REPORTED	UNIT	DIVISION	DESCRIPTION OF DUTY			
PERFORMANCE TRAITS						
EVALUATION DATE	RATE KNOWLEDGE	RELIABILITY	MILITARY BEARING	PERSONAL BEHAVIOR	DIRECTING	OVERALL EVALUATION

NAVPERS 1070/6 (Rev 12-86) S/N 0106-LF-010-7036

Figure 8-12 Division Officer's Personnel Record Form (Cont.)